

## AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION:	10CEG/510CES/CEF	NUMBER:	11X48
SUPV LEV CODE:	4	COMP LEV CODE:	24
TARGET GRADE:	11	FLSA:	EXEMPT
JOB SHARE:	NA	CAREER PROG ID:	ENGINEERING
SENSITIVITY:	NON-CRITICAL SENSITIVE	BUS:	INELIGIBLE
EMERGENCY ESS:	NA	DRUG TEST:	YES
KEY POSITION:	NA	POSITION HIST:	NEW

CLASSIFICATION: Fire Protection Specialist, GS-0081-11

DUTY TITLE: Fire Training and Safety Manager

ORG & FUNC CODE:	ECY	Civil Engineering
1ST SKILL CODE:	100% ACC	Fire Protection Specialist
2ND SKILL CODE:	%	
3RD SKILL CODE:	%	

CLASSIFIED BY: JANICE J. McCREARY

CLASSIFIER SIGNATURE

DATE

SUPERVISOR'S CERTIFICATION:

I certify that this Core Personnel Document is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR: RICHARD A. DUNCAN

SUPERVISOR'S SIGNATURE

DATE

CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

CD NUMBER 11X48

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\*Signature acknowledges receipt. It does not indicate agreement/disagreement.

AF Form 1003 MAY 91 (COMPUTER GENERATED)

**PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:**

The primary purpose of this position is: To supervise the fire engineering, prevention, and education activities of the fire protection flight. The incumbent will also oversee the fire protection activities and personnel assigned to four fire stations and to ensure national consensus standards for firefighter safety are enforced throughout the flight.

The organizational location of this position is:      USAF Academy, CO  
10th Air Base Wing  
10th Civil Engineer Group  
510th Civil Engineer Squadron  
Fire Protection  
Fire Prevention

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**ORGANIZATIONAL GOALS OR OBJECTIVES:**

The organizational goals or objectives of this position are: Manages all activities relating to fire prevention, protection, and education. Performs all phases of fire protection planning and engineering, inspection, and prevention. Performs duties of Direct Reporting Unit Fire Protection Manager.

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DUTY 1:	25%	X Critical	Non-Critical
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Manages the fire engineering, prevention and education program.

**STANDARDS:**

- A. Provides a comprehensive plans review program to ensure new facilities and existing structures undergoing renovation have appropriate levels of fire protection features included, in accordance with national consensus standards.
- B. Accurately inspects facilities for fire safety hazards and/or deficiencies to ensure compliance with national consensus standards.
- C. Briefs civilian contractors on fire prevention according to locally established guidelines.
- D. Monitors the fire extinguisher maintenance program to ensure building managers maintain appropriate levels and the right kinds of fire extinguishers, in accordance with national consensus standards.
- E. Develops a sound public fire education program using national consensus standards to target the appropriate audiences.
- F. Conducts fire prevention orientations, training and demonstrations to base personnel as required or requested to educate personnel in sound fire prevention practices.

KSA: 1, 2, 3, 4, 6

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DUTY 2: 25% X Critical Non-Critical

Manages the fire protection safety and health program.

## STANDARDS:

- A. Recommends policy changes to the fire chief in the area of firefighter safety, including personal protective gear, vehicle, equipment and facilities, using national consensus standards for firefighter safety and locally established guidelines.
- B. Performs duties as the chairman of the fire protection occupational safety and health committee, ensuring sound guidance is provided to the fire chief in the matters of safety.
- C. Provides guidance to the fire chief in the appropriate selection of personal protective gear; ensures all assigned personnel wear their gear during emergency situations in accordance with locally established guidelines.
- D. Inspects the fire stations for violations of national consensus standards on safety in the workplace to ensure a safe workplace is maintained.
- E. Monitors the flame retardant uniform program, ensuring that established guidelines are followed in the selection, wear and maintenance of the uniforms.
- F. Inspects fire vehicles for safety violations to ensure safe working conditions for on-duty fire protection personnel, using national consensus standards as a guide.
- G. Administers the fire fighter infectious disease control program, ensuring all facets of this critical program are managed in strict compliance with federal laws and national consensus standards.
- H. Coordinates firefighter health issues including physical examinations and required immunizations in a timely manner.
- I. Provides orientation to and discusses safety plans with newly assigned personnel within time frames established by local, national, or Air Force regulations.

KSA: 1, 3, 4, 5, 6

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DUTY 3: 20% X Critical Non-Critical

Performs duties as scene safety officer during emergency situations.

## STANDARDS:

- A. Acts as the safety officer during emergency situations including structural, aircraft and hazardous materials incidents ensuring national consensus standards for firefighter safety are strictly adhered to.

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- B. Serves as the scene safety officer with the authority to stop unsafe operations utilizing directives, regulations and standard operating procedures.
- C. Provides accurate guidance to the senior fire official on the scene in matters of scene safety in compliance with federal laws and local directives.
- D. Ensures proper wear of personal protective gear, providing guidance as necessary in the selection and utilization of same, as coordinated with the senior fire official on scene.
- E. Provides appropriate guidance to the on-scene commander in the area of air sampling and decontamination, using technical manuals, and standard operating procedures.

KSA: 1, 3, 4, 5, 6, 7

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DUTY 4:	10%	X	Critical	Non-Critical
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Performs routine administrative duties and recommends policy changes.

STANDARDS:

- A. Accurately prepares and maintains records and reports within established criteria and time frames.
- B. Ensures suspenses are met on routine correspondence, including injury documentation.
- C. Accurately documents injuries and illnesses that occur on the job within guidelines set forth locally.
- D. Evaluates emergency procedures as required, submits evaluation, recommends policy changes and resolves technical problems within times established and according to local guidance.

KSA: 1, 3, 6

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DUTY 5:	10%	X	Critical	Non-Critical
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Supervises subordinate personnel.

STANDARDS:

- A. Plans and revises the work schedules and sequence of operations for short term periods of time to ensure an even flow and distribution of work, the expeditious handling of priority cases and the meeting of schedules and deadlines.
- B. Coordinates with representatives of other units concerning matters of work accomplishment, priorities, and procedures to ensure the most effective operation.

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- C. Ensures there are enough equipment and supplies on hand to accomplish the work.
- D. Makes recommendations concerning the maintenance or replacement of equipment to ensure state-of-the-art equipment is requested when necessary.
- E. Assigns work to employees based on a selective consideration of such factors as difficulty and requirements of assignments; availability, capability and special qualifications of employees; and other resources available to ensure work is accomplished in the most effective and economical manner.
- F. Sets performance standards for employees after receiving their input, advises them of performance requirements and keeps them informed individually of their progress in meeting the requirements; and prepares formal annual rating in accordance with directives.
- G. Reviews work in progress or upon completion and gives advice, counsels, or instructs employees to ensure accuracy, adequacy, adherence to procedures and takes corrective action as necessary.
- H. Interviews candidates for positions, makes selection in coordination with higher level management and makes recommendations for promotion or reassignment as necessary.
- I. Hears and resolves complaints from employees; refers group grievance and more serious unresolved complaints to higher level supervisor as necessary.
- J. Effects minor disciplinary measures and recommends other action in more serious cases in a timely manner.
- K. Identifies developmental and training needs of employees; and provides or arranges for needed developmental on-the-job training for formal training in a timely manner.
- L. Provides positive support of the Affirmative Action Plan and Equal Employment Opportunity Programs as prescribed by AFRs and local directives.
- M. Works toward an effective and efficient position management and Quality Air Force Program.

KSA: 1, 2, 3, 4, 5, 6, 7

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DUTY 6:	10%	X	Critical	Non-Critical
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Maintains appropriate personal appearance and good working relationships.

## STANDARDS:

- A. Maintains appropriate personal grooming standards and wears the uniform in accordance with fire protection flight operating instructions and appropriate regulations.
- B. Ensures personal grooming habits do not affect the proper wear of personal protective equipment.
- C. Works in close harmony with other fire protection personnel in a manner that precludes problems and complaints.

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D. Actively participates in mandatory physical fitness training program.

KSA: 4, 5

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Other significant facts pertaining to this position are:

A. Area of responsibility consists of 18,325 acres of forested and mountainous terrain, bordered on the west by Pike National Forest. Six hundred fifty-five acres at Farrish Memorial Recreational Area is located approximately 30 miles from the Air Force Academy. The daytime population of the Academy consists of approximately 14,500 civilian, military and military dependents, as well as up to 4,500 cadets. Additionally, one and a half to two million visitors pass through the Academy grounds. The fire danger and potential loss due to natural cover fire with forests in a dry climate and high winds is high to extreme. A major fire in the forest could eliminate the two electrical substations, communications, housing areas and all six outlying buildings in the forest. Structures range from one to six stories in height. Most structures have interconnected tunnels with mechanical systems such as high pressures water lines carrying 400<sup>0</sup> temperatures, electrical equipment and miscellaneous storage. Maintenance personnel in the underground tunnels add to the responsibility of the fire department where rescue in the event of explosion or shock may occur. Other structures house classrooms where experiments are conducted with chemicals. rocket fuels, a high energy ozone generator, etc, presenting explosion and conflagration hazards Dormitories house 2,000 or more cadets in each facility. These complex facilities also incorporate warehousing, retail sales, computer rooms, industrial repair shops, hobby shops, a medical facility and below ground mechanical rooms. Three public schools on the Academy accommodate over 2,000 students on a daily basis, ranging from pre-school through high school. The child care facility is occupied by up to 205 children per day. There are some warehouse storage activities characterized by high rack storage exceeding sixteen feet without in-rack sprinkler protection. Historical facilities and museums contain many priceless and one of a kind artifacts. There are up to 5,000 occupants in high rise facilities during daytime hours. The flight training program for cadets involves basic education in soaring, parachuting, and piloting powered and non-powered aircraft. Small aircraft take off and landings exceed 25,000 events per month. An additional responsibility consists of providing fire protection coverage and responding to emergency calls of military and civilian aircraft landing within a 25 mile radius to the north and east as provided by mutual aid agreements with other departments in the area. Two remote runways are located away from normal air traffic pattern of the Academy proper. Flying activities occur from six runways. A major north-south railroad system traverses the length of the installation carrying the standard variety of commercial and industrial cargo including flammable liquids and gases, highly toxic caustics, radioactive materials, Class A explosives, oxidizers and corrosives. Interstate 25 passes directly through the Academy in excess of seven miles. There is movement of approximately 1,500 hazardous materials shipments per day along the Interstate system. The fire department must also respond to accidents involving nuclear materials along this corridor.

B. Incumbent is required to perform critical services regardless of weather conditions or base closure and will report to the duty station at the regularly scheduled reporting time.

C. Must participate in offered Air Force schools, regional training seminars and courses related to this position.

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- D. The incumbent is required to meet the fire protection needs of the USAF Academy and may be assigned to any of the fire stations. Incumbent is required to work a 60 hour tour of duty. An uncommon tour of duty may be required.
- E. Incumbent must maintain a current Colorado State driver's license.
- F. Incumbent is subject to random drug testing.
- G. An Associate's Degree in Fire Science is desirable.
- H. In accordance with HQ USAF letter dated 1 Nov 1989, subject: Special Coverage of Law Enforcement and Firefighter Positions, the following statement will apply to this position (please see your SF-50 to see which retirement system you are under):

Retirement  
System

Special Coverage Statement

FERS

Position covered as a secondary position under the Federal Employee's Retirement System (FERS) special retirement provisions (5 U.S.C. 8412 (d) ). Authority: Department of Defense Memorandum dated 31 August 1989.

CSRS

Position covered as a secondary position under the Civil Service Retirement System (CSRS) special retirement provisions (5 U.S.C. 8336 (c) ). Authority: OPM letter dated 26 Jun 89.

- I. When placed into this position, employee has twelve months to complete each of the following DoD Fire Fighter Certifications: Fire Officer III, Fire Instructor II, Fire Inspector III, HAZMAT Incident Commander.
- J. Supervises the following subordinates:

2      Fire Protection Jman 3E751 SSG

## RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of basic and specialized fire fighting.
2. Ability to review plans for new construction and alterations for fire prevention code compliance.
3. Ability to communicate both orally and in writing expressing information clearly and concisely in preparing written correspondence and reports and in presenting briefings and training exercises.
4. Ability to supervise and counsel personnel.
5. Ability to work with others during normal and stressful operations.



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6. Ability to follow instructions and use judgment to make decisions, sometimes under stress, that influence the effectiveness of the fire protection and prevention program.
  7. Ability to identify safety violations, specifically during emergency situations.
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## Supervisory Controls:

The supervisor sets overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done. The incumbent having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. The incumbent normally determines the approach to be taken and the methodology to be used. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

## Guidelines:

Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The incumbent uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The incumbent analyzes results and recommends changes.

## Physical Demands:

Heavy lifting (45-79 lbs), heavy carrying (45 lbs and over), straight pulling (1/4 hrs), pulling hand over hand (1/4 hrs), pushing (1/4 hrs), reaching above shoulder, use of fingers, both hands required, walking (4 hrs), standing (2 hrs), crawling (1/4 hrs), kneeling (1/4 hrs), repeated bending (1/4 hrs), climbing, legs only (1/2 hrs), climbing, use of legs and arms, both legs required, operation of truck or motor vehicle, ability for rapid mental and muscular coordination simultaneously.

## Work Environment:

Outside and inside (other than normal commuting), excessive heat, excessive noise, intermittent, constant noise, dust silica, asbestos, etc., solvents, solvents (degreasing agents), grease and oils, radiant energy, electrical energy, slippery or uneven walking surface, working around machinery with moving parts, working around moving objects or vehicles, working on ladders or scaffolding, working below ground, working with hands in water, explosives, vibration, working closely with others, working alone.

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CLASSIFICATION SUMMARY:

## CLASSIFICATION STANDARD(S) USED:

Fire Protection and Prevention Series, GS-081/09-91 (TS-108), Digest of Significant Classification Decisions and Opinions, No. 18/08-93, HQ AF ltr, dtd 10-25-93

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